

Letter from the Secretary to the Trustees issued to NAPS Member Pensioners on 10 December 2015

New Airways Pension Scheme (NAPS) Members' Representative – Pensioner Trustee Vacancy

The Trust Deed of NAPS (the Scheme) specifies that subject to any vacancies that arise there shall be six employer appointed Trustees and six member nominated Trustees (of which, four are elected from the Active Member constituencies and two are elected from the Pensioner constituency).

As a result of the term of office of Mr Geoff Le Boutillier ending on 31 March 2016, a vacancy for a Pensioner Trustee falls due on 1 April 2016 and the Trustees of NAPS are seeking nominations. Mr Le Boutillier has indicated that he does not intend to stand for a further term.

The term of office of a Trustee is for a period of between five and five and a half years.

NAPS Pensioners who are in receipt of their pension and have previously been employee Members of the Scheme are entitled to seek election to become a Pensioner Trustee and to vote. If you are a Pensioner of NAPS, as detailed, and wish to consider becoming a Trustee, please read this letter and the information overleaf for important details about the role and how to stand for election.

Completed applications must be received at Whitelocke House by 15 January 2016 (further details overleaf). If only one application is received for the vacancy, the nominated person will be appointed from 1 April 2016. If more than one application is received then a ballot will take place with the nominee receiving the highest number of votes being appointed from 1 April 2016. In the event no nominations are received, a similar notice inviting nominations will be issued at least once every three years.

Yours sincerely



Teresa Suriyae
Secretary to the Trustees

DETAILS OF THE TRUSTEE ROLE AND APPLICATION PROCESS

What is the role of a Pensioner Trustee?

The duties of a Trustee are wide ranging and involve considerable responsibility. You would be ultimately responsible for administering the fund in accordance with the Trust Deed & Rules, the law of trusts and Pensions legislation. One of your duties as a Trustee will be to familiarise yourself with the Rules of the Scheme and you would be expected to attend and take part in regular meetings of the Board and Committee meetings. The number of meetings varies from year to year and depending on which Committee being served. In some years, Trustees could attend an average of 20 meetings. As preparation for each meeting you will be provided with detailed on-line briefing papers and background documentation which will require you to spend some time reading and making sure that you understand the technical material.

To obtain further details of the nature of the role of a Trustee you should refer to the Pensions Regulator's website: www.thepensionsregulator.gov.uk/trustees. This will give you further guidance and an overview on the duties and responsibilities of trustees and the role that you would be expected to undertake as a Trustee.

Training & Support

Newly appointed Trustees will be provided with comprehensive training and support. During the course of your appointment you will be required to participate in the ongoing Trustee training programme. The Pensions Regulator's Code of Practice on Trustee Knowledge and Understanding has formalised knowledge requirements for trustees and you will be encouraged to attend courses leading to qualification for the PMI (The Pensions Management Institute) Award in Pensions Trusteeship.

The Pensions Regulator's website also provides further information and advice on learning and in particular you should refer to the online e-learning programme which is under the 'Trustee Toolkit' section of the website. Trustees are encouraged to complete the Trustee Toolkit training.

How to Apply

If you are interested in standing as a Pensioner Trustee please contact Monica Gupta at Whitelocke House on 020 8538 2139 to request an application pack, which includes a nomination form and a declaration form.

You will need to prepare an election statement, complete a declaration form and nomination form and obtain the signatures of 10 supporters who are eligible to vote as described overleaf. Completed declarations, nomination forms and election statements must be received at Whitelocke House by 5.00 pm on 15 January 2016.

If only one application is received for the vacancy, the nominated person will be appointed from 1 April 2016. If more than one application is received then a ballot will take place with the nominee receiving the highest number of votes being appointed from 1 April 2016. In the event no nominations are received, a similar notice inviting nominations will be issued at least once every three years.